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23 November 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Moving the [] Instruments []

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1. A meeting was held 21 November [] to discuss timing and details for moving of three [] instruments []. The following schedule was determined: During the week of 26 November, [] will disassemble and pack for moving the instrument at Navy PIC. On 3 December [] will arrange for transportation and moving crews to move the instrument [] will proceed to reassemble and roughly calibrate the instrument [] after which they will disassemble one of the instruments at Stewart Bldg. When instrument No. 2 is ready, it will be moved [] and reassembled. Timing for moving of instrument No. 3 will depend on TID workload schedule.

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2. The following responsibilities were assumed:

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a. [] will provide the services [] and necessary cleaning material and rags.

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b. [] will arrange with Navy PIC [] to go in and disassemble the instrument and also attempt to obtain services of navy personnel to assist [] as required. Assistance will be needed primarily to help lift the two stage plates and place in packing crates. [] will also furnish [] with details of [] packing crates, packing material, wrapping cellophane, etc. necessary for the move.

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c. [] will arrange for moving crews and transportation plus securing the necessary packing boxes and materials.

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3. For assistance in disassembly of the two instruments in Stewart Bldg., TID will provide personnel.

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4. It is extremely advisable that [] supervise the moving of the electronic components and in so far as possible assist [] in reassembly of the instruments [] will consult [] regarding the availability of [] services.

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5. It is very important that the moving crews be made aware of the value of these instruments and necessity for careful handling to avoid any possibility of damage.

SIGNED

[Redacted Signature Box]

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Deputy Chief
Technical Intelligence Division

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NPIC:TID/RSP

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